2011/12
GRANT PROGRAM GUIDELINES
FOR
LOCAL HISTORY DIGITAL RESOURCES
PROJECT

Application Deadline:
April 1, 2011

Funding Source:
Library Services and Technology Act

California State Library

LOCAL HISTORY DIGITAL RESOURCES PROJECT

I.   **INTRODUCTION**

Libraries in California collect a wide range of materials concerning the local history of their communities. Many of these items are historic photographs that illustrate the diverse nature of their citizenry and record many of the tremendous changes that have taken place in their community. The program seeks to address the need for more libraries to be conversant with the process of digitization of historical materials and at the same time creates additional resources that will be available statewide.

The Local History Digital Resources Project (LHDRP) seeks to address the information needs of the community by providing a "solution in a box" for libraries. This package includes training, image processing services, metadata creation tools, preservation services and a small grant award for collection development and other purchases related to the program. Participants will be expected to partner with the Calary Library Group (http://califa.org/) and the University of California, California Digital Library (CDL) (http://www.cdlib.org/). Attendance at certain training events will be mandatory. Local community involvement in project development and implementation will be expected.

For more information about the LHDRP, see the project website (http://www.califa.org/lhdrp.php)

II.   **STATEMENT OF PURPOSE**

To provide enriched access to local history visual materials on the local and state level.

Program Description

Supported by the infrastructure of the CDL, the LHDRP seeks to encourage CDL participation by California institutions receiving LSTA digital project funding. It aims to support 1) the creation of standardized digital objects with associated collection descriptions, 2) the storage of those resources in the UC Libraries Digital Preservation Repository, and 3) reliable and long term access to those resources through CDL gateways including the Online Archive of California (OAC) (http://www.oac.cdlib.org/) and Calisphere (http://www.calisphere.universityofcalifornia.edu/).

The CDL is a means to integrate disparate collections through its gateways and search engines. End users benefit from this by having single statewide access points to digital, preservation-quality, California-based primary resources. Participants benefit by having access to information and training to support digitization projects, an additional access point to their digital objects, persistent access to those digital objects through storage in the CDL digital preservation repository and standardized digital objects that can potentially be repurposed for local needs.

III.   **ELIGIBILITY**

Eligible applicants are California libraries. Up to 10 libraries will be selected from the applicant pool. Libraries that have received a local history digitization grant in the past will have lower priority.

IV.   **AWARDS**

Each successful applicant will receive the following:

- Staff training for two persons
- 200 scans of primary resource materials by a pre-selected vendor
- Direct access to technical assistance for difficult questions
- Access to a digital asset management tool, for the duration of the grant year
- A grant of $5,000 for collection processing and other purchases related to the program as well as travel expenses to training locations if needed.

V.   **OBLIGATIONS OF SUCCESSFUL APPLICANTS**

A. The applicant agrees to participate in the LHDRP, including completion of all grant reports (quarterly and final), surveys, and other requests for information from the CSL and CDL, and compliance with grant requirements, reporting procedures, and project timelines. A model project timeline is outlined in the LHDRP Handbook, Section 3 (http://califalibrarygroup.pbworks.com/w/page/21273450/LHDRP-Handbook).

B. The applicant agrees to participate in mandatory training sessions focusing on digitization project management, working with scanning vendors, and metadata creation using the digital asset management tool that will be provided to participants. At least four in-person sessions will be offered between July 2011 and December 2012. Training sessions may be conducted regionally depending upon the geographic distribution of the participating libraries or online as a Webinar. Additional information on the specific content as well as times and dates will be forthcoming.

C. The applicant agrees to involve the community in the development of the service plan, with such involvement encompassing two activities from the following:

     a. A community meeting
     b. A pre-project survey and a post-project survey
     c. A community scan
     d. The establishment of an advisory group

D. Applicants will select approximately 200 primary source materials for digitization. A maximum of 200 scans will be done for each library. Items with multiple parts (scrapbooks, booklets) will have each part count as one scan.

E. Upon completion of the project images will be available on via the CDL's Calisphere and Online Archive of California websites. Access will include full metadata as well as an access version of each image meeting resolution specifications for access images as contained in the *CDL Guidelines for Digital Images* (http://www.cdlib.org/inside/diglib/guidelines/bpgimages/). Applicants will provide a link from their library website to the Calisphere list of contributing institutions. Applicants may opt to develop locally-hosted, customized websites featuring their digitized resources, but this is not required as a condition of the grant.

F. Copyright statuses must be ascertained for all selections by participants during the initial course of the grant year. In particular, permissions should be secured if digitizing objects under copyright with known copyright holders.

G. Collections proposed for digitization should not have any online display, viewing, or access restrictions.

H. Form/genre criteria: Graphic materials are strongly encouraged; color or black and white materials are allowed. This includes illustrations, artwork, maps, plans, aerials, and reflective (e.g., prints) and transmissive (e.g., negatives, transparencies) photographic materials. Glass negatives, however, may not be submitted.

Printed and manuscript text-based materials are not recommended for scanning, as text transcriptions (full-text or otherwise) cannot be easily supported by the digital asset creation tool that will be utilized for the project. Items must be able to lie completely flat on a scanner. This includes bound items, such as scrapbooks, photo albums, etc. Do not submit bound items if you are concerned that there may be damage to the spine or binding, when placed on a flatbed scanner. Alternatively, you may opt to disassemble bound items prior to shipping to the vendor.

Newspaper digitization is not eligible under this program. Digitization of printed genealogical text is also not eligible.

Size criteria: Reflective graphic materials must be no greater than 22 x 34" to facilitate scanning processes. Transmissive graphic materials must be no greater than 11"x17". Oversize graphic materials such as large maps and prints may not be submitted.

I. No watermarks will be allowed on the images. Copyright notices may be appended to the bottom of the image.

J. Applicants agree to utilize a digital asset management tool (for creating and managing digital object collections) and a scanning vendor service that will be

provided by Califa for the duration of the grant year. Applicants may opt to continue to utilize the digital asset management tool post-grant year, through a fee-based service provided by Califa. Applicants agree to comply with all specifications and guidelines for use of those tools and services as documented in the LHDRP *Handbook* (http://califalibrarygroup.pbworks.com/w/page/21273450/LHDRP-Handbook). Materials will be shipped to the vendor from your library; no on-site scanning will be possible. Do not include items in your proposed collection that you do not wish to be shipped out of your library. Fragile materials are also not recommended for shipping.

K. The library agrees to install a digital asset management tool application on a workstation that meets the following minimum requirements:

> • Microsoft® .NET Framework 3.5 (or Internet connection for downloading .NET 3.5)
> • Microsoft® Windows XP with SP2 or SP3 32-bit or 32-bit editions of Windows Vista
> • Intel® Pentium® 4 class compatible processor or higher
> • Minimum 512MB RAM on Windows XP. 1GB RAM recommended. Minimum 1GB RAM on Windows Vista. 2GB RAM recommended.
> • 2 GB of available hard-disk space for installation (a portion of this disk space will be freed after installation if the original download package is removed from the hard drive)
> • Minimum display resolution of 1024×768
> • 256Kbps or faster connection
> • Acrobat Reader® 8.0 or later

L. The applicant agrees to submit digital assets to the CDL for preservation and access services. The applicant agrees to follow the LHDRP *Handbook* (http://califalibrarygroup.pbworks.com/w/page/21273450/LHDRP-Handbook) guidelines for metadata and submission of digital assets to the CDL, and to submit signed copies of the CDL/UC Libraries digital assets agreement and submission inventory (http://www.cdlib.org/inside/diglib/submission.agreement.pdf). The submission inventory will be requested after grants are awarded.

M. The applicant agrees to provide staff to fulfill the needs of the grant project. Grant funds may not be used for compensation of staff either directly or through substitute arrangements. A specific estimate of time required by staff is not possible, but grantees should plan for significant time commitment. Most staff time will be spent on ascertaining the copyright status of objects and creating metadata for objects.

N. The applicant agrees to incorporate local history digital resources into its ongoing service plan, insofar as possible, through such means as training other staff on the creation of digital objects (scanning), establishing local practices for the creation of descriptive metadata, and planning migration from the digital asset management tool (post-grant year) if necessary.

O. The applicant agrees to give appropriate credit for funding of the project. The text, "This project was supported in whole or in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian" shall be used for this purpose.

VI.   EVALUATION AND SELECTION

Applicants will be evaluated on the basis of the following criteria:

• The significance of the items proposed for digitization to the local community and users statewide.
• Evidence of existing usage of the items and indications of potential use in electronic form.
• Ability to continue and expand the digital collection after the conclusion of the grant-funded period.
• Quality and completeness of responses to all questions on the application form and associated materials.
• Geographic distribution of grant recipients insofar as possible.

• Priority will be given to libraries that have not received previous LHDRP funding.

Applications are preferred when copyright statuses for selections have already been ascertained, or are in the process of being determined. In particular, permissions should be secured if digitizing objects under copyright with known copyright holders. For information on conducting copyright assessment and securing permissions to digitize, please see the Infopeople-materials from the workshop *Copyright Issues for Digitization Projects* with Mary Minow (http://infopeople.org/training/past/2005/dig-copyright/) as well as an archived webcast (http://www.infopeople.org/training/webcasts/webcast_data/253/index.html). Also look for upcoming Infopeople courses focusing on copyright issues.

VII.   APPLICATION TIMELINE

Applications must be received no later than 4:30 p.m. on **April 1, 2011**.   Awards will be announced on June 1, 2011. The grant period will begin on July 1, 2011 and conclude on June 30, 2012.

VIII.   APPLICATION PROCEDURES

A. The LSTA application form for LHDRP must be completed and signed. The application form and instructions are available on the CSL LSTA page (http://www.library.ca.gov/grants/lsta/apply.html).

Provide an original signature – in blue ink -- on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a contracts/grants officer, depending on local rules.

The authorized official of a recipient organization must approve the submission of the proposal, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent official correspondence and warrants.

B. The CDL/UC Libraries digital assets agreement must be completed and signed in duplicate, and submitted to the CDL. The agreement form is available on the CDL website (http://www.cdlib.org/inside/diglib/submission.agreement.pdf).

Only the person in your organization designated as having "signature authority" for contracts and legal agreements can sign this agreement. Usually, this is the library director.

Select either license option 3.1 or 3.2 for this project. Do not select multiple options. License option 3.3 is not applicable.

Complete two copies of the agreement with original signatures. The CDL will countersign both originals and return one to you for your records.

Mail completed agreements directly to the CDL. Do *not* send the agreements to the California State Library:

    California Digital Library
    Attention: Licensing Department
    University of California - Office of the President
    415 20th Street, 4th Floor
    Oakland, CA 94612-2901

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IX.   APPLICATION SUBMISSION

Please submit one original and three copies by 4:30 p.m. on April 1, 2011 to:

By Mail:

California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001
Attn: LSTA Grants – LHDRP

By Non-postal Delivery:

California State Library
Library Development Services
900 N Street
Sacramento, CA 95814
Attn: LSTA Grants – LHDRP

By Email*:

Send to Mickie Potter at: lsta@library.ca.gov

* If you email your application, you will need to mail the signed certification pages to
   the address above. The signature pages will need to be received within 7 days of the
   emailed application.

X.   INFORMATION

For further information or assistance, contact:

> Ira Bray, Library Programs Consultant
> California State Library
> PO Box 942837
> Sacramento CA 94237-0001
>
> Phone: (916) 653-0171
> Fax: (916) 653-8443
> Email: ibray@library.ca.gov